



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## NOTICE OF VACANCY

**ANNOUNCEMENT NO.:** 2003-61  
**AREA OF CONSIDERATION:** All Sources  
**OPENING DATE:** 09/05/03  
**CLOSING DATE:** 09/19/03 (Must be received by 5:00 pm)  
**PROMOTION POTENTIAL:** GS-8  
**STARTING SALARY:** GS-7, \$32,736 pa; GS-8, \$36,255 pa

**Secretary (OA) GS-318-7/8, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Immediate Office of the Associate Director, Washington, DC.**

**DUTIES:** The incumbent provides assistance to the Branch Chief, Office of Community Supervision Services. Maintains subject matter files and records that relate to the work of the unit. Receives visitors and telephone calls to the office, determines the nature of calls and directs them to appropriate staff. Receives incoming correspondence and responds to routine and non-technical requests for information. Reviews outgoing correspondence and other material to determine compliance with established policies and procedures. Arranges conferences, meetings and travel, including completion of schedules, itinerary, transportation, and hotel reservations. Identifies and selects appropriate software types (spreadsheets, database management, word processing etc.) for various administrative reports and special projects. Maintains office files including subject files, reading files and other reference materials. Serves as timekeeper for the unit.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the next lower grade in the Federal service. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Time-in-grade restrictions apply for current Federal employees. You must have one year of Federal service at the GS-6 level to be eligible for a GS-7; one year of Federal service at the GS-7 level to be eligible for a GS-8.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against the critical competencies required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**IN ORDER TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE CRITICAL COMPETENCIES DESCRIBED BELOW.**

## **CRITICAL COMPETENCIES REQUIRED:**

**Technical Competence** – (a) Ability to plan, coordinate and schedule activities of the office, e.g., special projects, conferences, meetings. (b) Skill in using computer applications such as Microsoft Word, Excel for word processing, database management, spreadsheets, graphics, etc.

**Oral Communication** – Effectively expresses information to individuals or groups; uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations. Commits to quality service.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000. CSOSA has temporary excepted hiring authority. Employees on excepted service appointments are subject to a two-year trial period (or one-year for veterans).

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

On a separate sheet of paper, you must specifically address your experience and/or education related to the critical competencies described above, giving specific examples. List each of the critical competencies separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc., relate to each critical competency. Narratives that address all critical competencies together are not acceptable. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the competencies in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

In addition, candidates currently or previously employed by the Federal government should submit a copy of their latest Notification of Personnel Action (Standard Form 50) and a copy of their most recent supervisory performance appraisal to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5600 or TTY (202) 220-5474. Applications must be **received** by 5:00p.m. on the closing date.

**Veteran's Preference:** If you are claiming veteran's preference, you must submit the following documentation to receive credit. **10 point Veteran's Preference:** A copy of your DD-214, Certificate of Release or Discharge from Active Duty and a letter dated within the past 12 months from the Veterans Administration documenting your 10 Point Preference. **5 Point Veteran's Preference:** A copy of your DD-214.

**EMAIL ADDRESS:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**NOTE:** Appointee must successfully undergo a background investigation to determine suitability for employment. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

***CSOSA is an Equal Opportunity Employer.***